Service Layout Copy Wizard

Last Modified on 06/23/2026 9:37 am CDT

Tool Search: Service Layout

This functionality is only available to customers who have purchased Campus Point of Sale as add-on functionality.

To save time and effort, the Service Layout Copy Wizard can be used to copy existing services and service layouts (menus) between schools/applications.

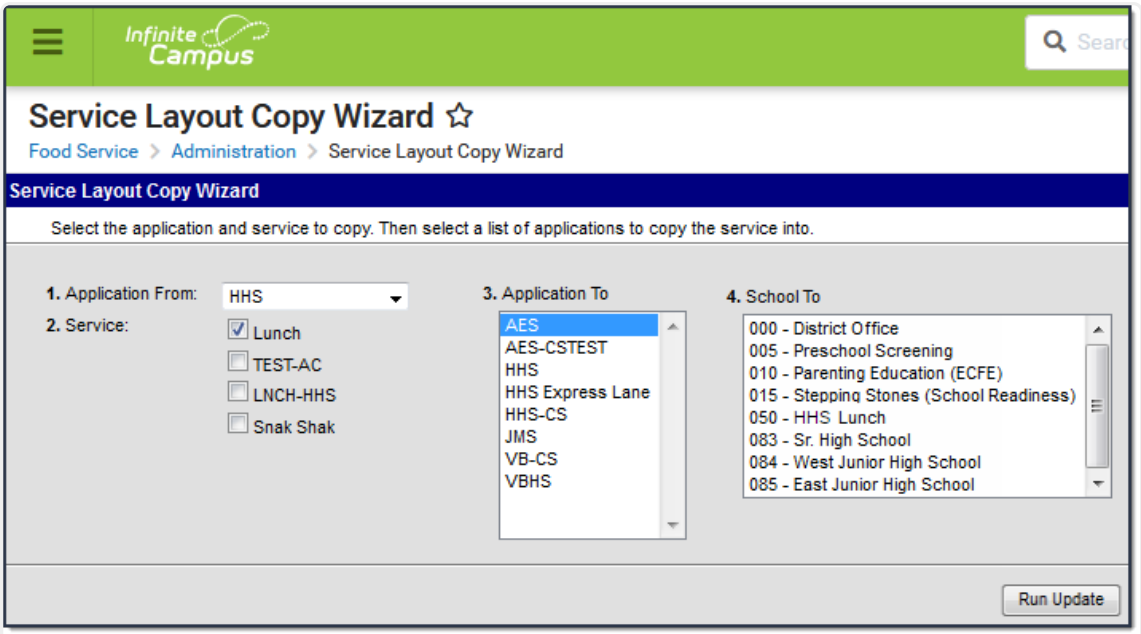
Applications are not copied by this tool. They must be created in the Application Manager before this tool may be used.

See the Service Layout Copy Wizard Tool Rights article for information about rights needed to use this tool.

Using the Wizard

The Service Layout Copy Wizard allows existing services and service layouts (menus) to be assigned to one or more existing applications.

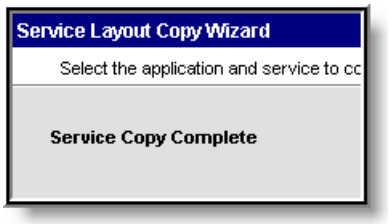
This tool is designed for convenience. Modifications to newly copied services/service layouts (menus) may be necessary in adjusting for a specific food service location and/or its available purchasable items.



Running the Service Layout Copy Wizard

When you copy a single service to more than one application and school, each service is assigned to all schools. You must deselect any schools you do not want loaded onto the terminal through the Point of Sale Application Manager.

1. Select the application that contains the service(s) and service layouts (menus) to be copied from the **Application From** dropdown field.
   Result
   The Service(s) related to that application will appear.
2. Mark the checkbox next to the **Service**(s) you want to copy.
3. Select the applications into which Campus will copy the services in the **Application To** field.
4. Select the school(s) to which you want to assign the service(s) in the **School To** field.
5. Click the **Run Update** button. A confirmation message displays when the process is complete.



Verifying Copied Services

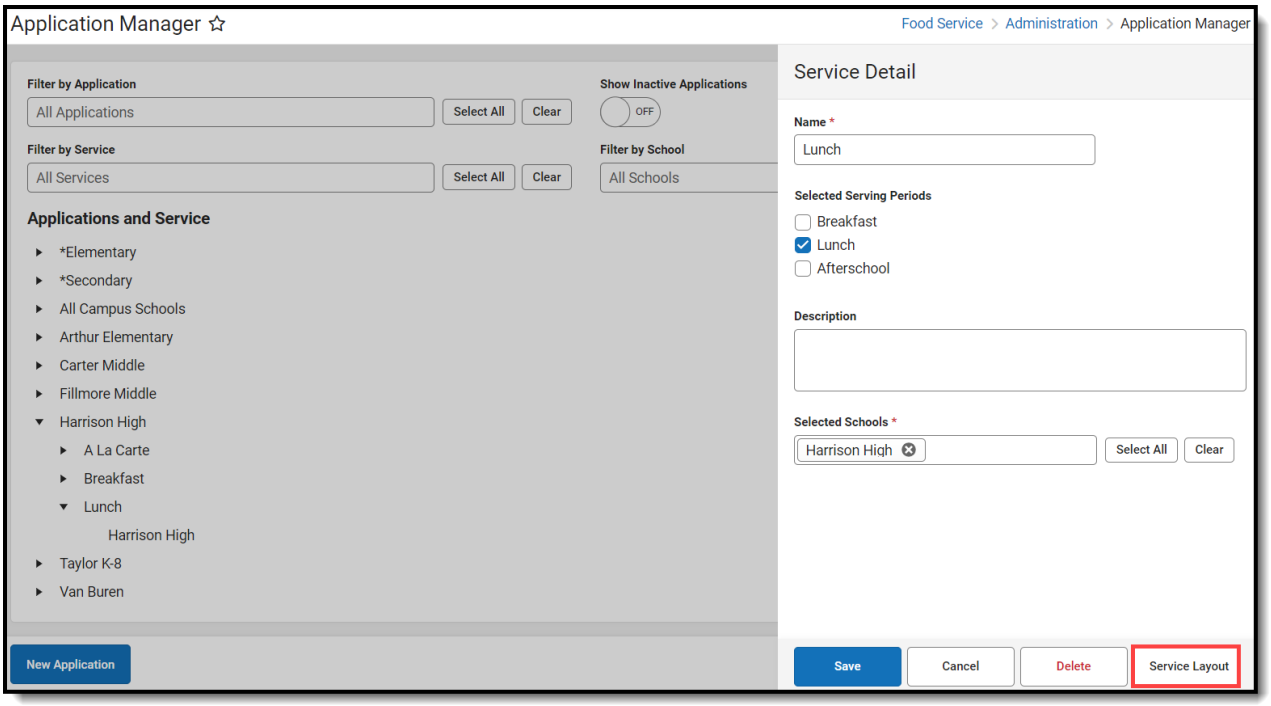
After using the Service Layout Copy Wizard, verify that the services were copied as intended within the Application Manager tool, and make adjustments, as necessary:

1. Expand the application to which services and service layouts (menus) were copied.
2. Select the copied service.
3. Edit fields in the Service Detail side panel as necessary.

After copying a service, you need to assign a **Selected Serving Period**. For more information, please refer to the Application Manager tool.

Verifying Service Layouts

Service layouts (menus) will be copied for the services to which they are attached. They can be modified for the new services as necessary.



1. Expand the application to which services and service layouts (menus) were copied.
2. Select the copied service.
3. Click the **Service Layout** button.
4. Edit the service layout (menu) as necessary.

For more information, please refer to the Application Manager tool.